

**REMINDER TO DISTRICTS THAT PLEDGED THEIR AUGUST PAYMENT**

Approximately 150 school districts participated in the Michigan Municipal Bond Authority's (MMBA) State Aid Note (SAN) Program 2004B, and pledged their August 2005 school aid payment to J.P. Morgan Chase Bank. If your district participated in one of these programs, please be reminded that your August payment will not be deposited in your bank account. Rather, your payment will be deposited with J.P. Morgan Chase Bank and any excess funds will be returned to the school by them. If you have questions contact Lois Sauers, Michigan Municipal Bond Authority (517) 373-1728 or [SauersL@Michigan.gov](mailto:SauersL@Michigan.gov).

**FINAL INDIRECT COST RATES**

Adjustments to local and intermediate school district Indirect Cost Rates were due to the Department by July 15, 2005. The majority of these adjustments have now been processed, and final rates will be available on the Department's web site at [http://www.Michigan.gov/documents/indirect2\\_128564\\_7.pdf](http://www.Michigan.gov/documents/indirect2_128564_7.pdf) by August 19, 2005. If you have questions contact Phil Boone, Office of State Aid and School Finance, at (517) 335-4059 or e-mail [BooneP2@Michigan.gov](mailto:BooneP2@Michigan.gov).

**AUGUST PAYMENT INFORMATION**

The August state school aid payment is the 11<sup>th</sup> and final payment of the 2004-2005 year.

**Updated categoricals** - The following categoricals were updated in the August payment although the updates may not have affected the allocation amounts for all districts. If the allocation amount for your district has changed and you have questions concerning that change, contact the consultants identified below:

C Section 32d - Michigan School Readiness - Connie Robinson, School Excellence, (517) 241-4291,

[RobinsonConnie@Michigan.gov](mailto:RobinsonConnie@Michigan.gov)

C Section 107 - Adult Education - Joellen Wonsey, State Aid and School Finance, (517) 373-3352,

[WonseyJ@Michigan.gov](mailto:WonseyJ@Michigan.gov)

C Section 26 - Renaissance Zone - Howard Heideman, Michigan Department of Treasury - Office of Revenue and Tax Analysis, (517) 373-9002, [HeidemanH@Michigan.gov](mailto:HeidemanH@Michigan.gov)

**IMPORTANT INFORMATION REGARDING THE SCHOOL CODE MASTER**

The Center for Educational Performance Information (CEPI) maintains the state of Michigan's database of school directory information, the School Code Master (SCM). The data maintained in the SCM are used for mandated data submissions to the state and federal government and are critical to fulfilling the requirements of No Child Left Behind and Education YES!. If your district's SCM data are not accurate, you may have difficulty in submitting your student, personnel, and school/facility data to CEPI and the Michigan Department of Education throughout the school year.

In order to avoid any delays or complications with your data submissions, please verify and update your district's data in the SCM at [www.Michigan.gov/scm](http://www.Michigan.gov/scm). Designated SCM authorized users can access the School Code Master at this web site. Click on the "Authorized User Login" link in the upper right quadrant of the screen. Enter your login name and your Michigan Education Information System (MEIS) password. Go to "View/edit my school/facilities" to see a complete list of schools/facilities for which you are responsible. It is especially critical that you verify your district's records if your district has undergone any reconfiguration of grade levels. Correct grade level designation of buildings and facilities is important to the generation of Adequate Yearly Progress (AYP) reports. If you do not know your district's SCM authorized user who can update your records, please contact the Department of Information Technology Client Service Center at (517) 335-0505 or send an e-mail message to [Help-Desk@Michigan.gov](mailto:Help-Desk@Michigan.gov). Please provide your name, district code, district name, CEPI application name (e.g., FID, SID) if applicable, your telephone number (including area code and extension), your e-mail address, and your specific question.

For all changes to nonpublic school records in the SCM, please contact Wanda Bazzett at the Michigan Department of Education (517) 373-1833 or e-mail [BazzettW@Michigan.gov](mailto:BazzettW@Michigan.gov). For Public School Academy address changes,

name changes, or grade configuration updates, please contact Kim Sidel (517) 373-3345 or e-mail [SidelK@Michigan.gov](mailto:SidelK@Michigan.gov).

### **NEW POLICY REGARDING SINGLE RECORD STUDENT DATABASE**

In order to move closer to identifying each student in Michigan with only one Unique Identification (UIC), the Center for Educational Performance Information (CEPI) will not accept Single Record Student Database (SRSD) files that contain 15% or more blank UICs beginning with the Spring 2006 submission. This does not include those records submitted for kindergarten or early childhood students. Beginning with the Spring 2006 submission, files containing 15% or more blank UICs will be rejected and, as a result, a full time equivalency (FTE) will not be reported for school aid payment purposes. For the end of year 2005 submission, there were 80 districts whose files contained 15% or more blank UICs and, therefore, would not be accepted for upload under the Spring 2006 rules. Those not in compliance are comprised of 43 local districts and 37 public school academies.

District SRSD/UIC resolvers are encouraged to complete the resolution process as required, and utilize appropriate UIC numbers in the future SRSD submissions. It would be helpful if business managers would check with those individuals responsible for submitting the SRSD files to ensure that these acceptance standards are being met to avoid potential FTE losses or delays in processing future state school aid payments.

If you have questions on this matter, please contact [help-desk@mi.gov](mailto:help-desk@mi.gov) or phone (517) 335-0505.

### **WITHHOLDING OF SECTION 31A AT-RISK PUPILS PAYMENT**

Pursuant to State School Aid Act Section 31a(7), local districts and public school academies that did not submit the 2004-2005 Section 31a Program report by July 15 will have the August portion of the annual At-Risk allocation withheld until the Department receives the report. If the report is not received by September 30, the withheld funds will be forfeited. Please note that if the Office of State Aid and School Finance received notification from the Office of School Improvement that a report was received prior to the calculation of the August payment, the funds were not withheld. Questions may be directed to Judy Thelen, Office of School Improvement, (517) 335-1266 or e-mail [ThelenJA@Michigan.gov](mailto:ThelenJA@Michigan.gov). The 2004-2005 Section 31a Program Report form is available in the Michigan Electronic Grants System (MEGS) at <http://megs.mde.state.mi.us/megs/>.

### **IMPORTANT DATES TO REMEMBER**

- C **October 18, 2005** is the date of the annual **MDE/MSBO Fall Workshop** at the Lansing Center. Mark your calendar.
- C Pursuant to Public Act 141 of 1999, unless it conflicts with a calendar agreed to as part of a current collective bargaining agreement that was in effect as of May 1, 1999, **school is not to be in session on Friday, September 2, the Friday before Labor Day.**
- C **Wednesday, September 28** is the **pupil membership count day** for 2005-2006 and the second adult education participant count day of the year. (Joellen Wonsey, (517) 373-3352, [WonseyJ@Michigan.gov](mailto:WonseyJ@Michigan.gov))
- C The **SE-4096 Special Education Cost Report** for the 2004-2005 school fiscal year is due on **September 30**. (Dianne Easterling, (517) 373-6488, [EasterlingD@Michigan.gov](mailto:EasterlingD@Michigan.gov))
- C The October 20, 2005 state school aid payment is the first payment of the 2005-2006 fiscal year. There is no September school aid payment.
- C Districts are required to report by **November 1** to the local health department the immunization status of all students entering kindergarten or a new school in grades 1-12. Also, districts are required to report by **November 1** to the local health department the **immunization status** of all pupils who enrolled in grade 6 in the district or ISD for the first time between January 1 and September 30, 2005. (Patty Lawless (517) 373-1122, [LawlessP@Michigan.gov](mailto:LawlessP@Michigan.gov))
- C **November 1** is the deadline for local districts (including PSAs) to file their **FY2005 financial audit report** with the ISDs. Both the **financial and pupil accounting audit reports** are due to the Department on **November 15**. Failure to file these reports will result in the **withholding of state aid**. (Kathy Weller, (517) 335-6858, [WellerK@Michigan.gov](mailto:WellerK@Michigan.gov))
- C The **2004-2005 FID - Annual Comprehensive Financial Report** is due from local and intermediate districts to the CEPI by **November 15**. Failure to file these reports will result in the **withholding of state aid**. (Glenda Rader, (517) 335-0524, [RaderG@Michigan.gov](mailto:RaderG@Michigan.gov))
- C **Proration factors:** Section 321 - At-Risk funding is \$129.9101625940 per pupil.

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**\*Do you have questions about the information appearing in this UPDATE? Call the consultants identified above or Dan Hanrahan, Director, State Aid & School Finance, MDE, phone: (517) 335-0521, fax: (517) 241-0196, e-mail: [HanrahanD@Michigan.gov](mailto:HanrahanD@Michigan.gov).**